

NEOSHO SCHOOL

Student-Parent Handbook

2011-12

NEOSHO JT. 3 SCHOOL DISTRICT

201 Center Street

P.O. Box 17

Neosho, WI 53059

www.neoshoschool.com

(920) 625-3531 FAX: (920) 625-3536

DISTRICT ADMINISTRATOR

Scott A. Sabol

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SCHOOL COUNSELOR

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Neosho Jt. 3 School District Mission Statement

Together with family and community, we strive to provide each child with the foundation needed to become an educated, responsible, respectful, and productive individual.

PROCEDURES/POLICIES 2011-2012

ARRIVAL AT SCHOOL

- Children should arrive no earlier than 7:50a.m. as staff supervision begins at that time.
- School Day - 8:05am to 3:15pm (4K a.m.: 8:05-10:50a.m & 4K p.m.: 12:30- 3:15 p.m.).
- Students gather on the playground between 7:50-8:00a.m.
- *4K students* should enter school when they arrive.

ASSIGNMENT NOTEBOOKS

Students in Gr. 3-8 receive an assignment notebook. This is an important part of home/school communication. *Please sign the notebook each night.*

ATTENDANCE

Good attendance is essential for school success. Students are expected to attend school everyday. However, students who are sick should stay at home to get well.

- If your child is home sick, report the absence by calling 625-3531 before 9:00a.m.
- You will be contacted if we do not hear from you. If we are unable to contact you, the child must bring a note the next day explaining the reason for the absence.
- Absences for illnesses, special family events, religious holidays/ceremonies and family vacations are typically excused.
- If a child becomes sick at school, we will call the person(s) on the *Emergency Information Card*.
- If a child's attendance is poor, a doctor's note may be required to excuse an absence. Doctor's clearance may also be required for certain illnesses and communicable diseases.
- A *Pre-Planned Absence Form* should be completed for planned absences of more than two days.



Late to school

- Students who arrive after 8:05am are tardy.
- Communication from a parent explaining the late arrival is expected.
- Doctor appointments and special family commitments are excused.
- Parents will be notified by letter if a student is unexcused tardy *five times*.
- The consequences for future unexcused tardies will be a lunchtime detention.
- Students arriving late must sign-in at the office window.

BICYCLES

Bicycles must be parked in the bike rack. Neosho School is not responsible for damaged or stolen bicycles. Students are encouraged to lock up their bike on a daily basis in order to ensure the security of their personal property.

BOARD OF EDUCATION

The Board of Education is responsible for the overall operation of the school. Meetings are held on the second Thursday of the month at 6:00pm. Agendas are posted at the school entrance, school website, the Neosho Post Office, the Horicon State Bank, the Village Hall and villageofneosho.org.

School Board

Anne Noll, President	625-3011
Jake Jaroch, Vice President	262-719-1591
Heather Oldenhoff, Treasurer	625-3805
Vikki Braunschweig, Clerk	262-227-1729

BUS TRANSPORTATION

Bus transportation is provided by the Wittenberger Bus Company. If you have questions about pick-up/drop-off times or bus routes, please call 262-673-3777. Please review these guidelines with your son/daughter:

- Obey the bus driver.
- Be honest, respectful, responsible and caring while riding.
- No eating or drinking on the bus.
- Remain seated. Do not stand or change seats.
- Keep your hands, head and personal property inside the bus.
- Respect all property.
- Ride assigned bus - A parent note/phone call is required to request a change of bus or drop-off point.

CLOSING SCHOOL / DELAYED START

If Hartford Union High School closes due to severe weather, Neosho School will also close.

Closing announcements are made on: TV - Channel 4, WTMJ
Radio - AM 620, AM 1540



If there is a delayed start in the morning the 4K class will be cancelled. Afternoon 4K will be held at its normal time should we experience a delayed start. 5K will begin at the delayed start time. If we would have to close during the school day, we will follow the instructions on your child's Emergency Information Card. Please note that the bus company will only transport students within the school district.

CONFERENCES

Parent-Teacher Conferences are an excellent way to develop a communication process that will benefit your child. While formal conferences are held twice a year, parents should check regularly with teachers through the assignment notebook or at www.neoshoschool.com.

DRESS CODE

Student dress and grooming must be in the best interests of the health and safety of the student body. Student dress must not disrupt or detract from the learning environment. Administration is responsible for enforcing the dress code and resolving any concerns. A child's parent/guardian will be contacted if a student's dress becomes a serious concern. Overall dress and clothing styles are expected to follow these guidelines while students attend Neosho School:

- Dress/grooming should be neat, clean and appropriate.
- No visible undergarments.
- No halter tops, tube tops, bare midriffs or very short shorts. Shorts must reach a student's fully extended finger tips.
- No student shall be permitted to wear clothing normally associated with a gang or gang related activities (e.g. gang colors and/or bandanas).
- Clothing that contains pictures and/or writing referring to gangs, alcoholic beverages, tobacco products, sexual references (references to body parts), profanity, violence, suicide, and/or illegal drugs is prohibited.
- Outside clothing (jackets, boots, hats/caps and gloves) is worn outside only and kept in the locker/locker area.
- Dressing properly is very important in wet, cold and snowy weather. Since outdoor recess is held whenever possible, students should be prepared with hats and coats. Boots, gloves and snow pants are needed to play in snow.
- *Students must have a separate pair of sneakers for gym class that are kept at school. They must have white or non-marking soles.*

DISMISSAL

Let your child's teacher know about typical going home plans for your son/daughter. Please inform the teacher when bussing or pick-up arrangements/times change for teams, clubs, doctor appointments or other after school activities. When picking-up your child, please stop at the School Office. Students must sign-out /sign-in when they leave school early.

EARLY RELEASE DAYS

Students are dismissed at 11:30 a.m. on October 12, November 10, November 23, February 16, May 15, and June 7.

EDUCATIONAL GOALS

Together with family and community, we strive to provide each child with the foundation needed to become an educated, responsible, respectful and productive individual.

- To facilitate the opportunity for students to pursue independent learning, creative thinking and personal expression within a cooperative academic community.
- To provide an atmosphere in which the student is encouraged to respect the dignity and uniqueness of oneself and others.
- To encourage classroom situations that provide for individual academic differences.
- To help students to develop the skills necessary to become self-directed and responsible.
- To foster the ability to make rational decisions and accept the consequences of one's actions along with the ability to adjust to new circumstances.
- To live and work together in the spirit of cooperation.
- To understand the rights, privileges, responsibilities and duties of citizenship.
- To provide a variety of experiences and opportunities for students to explore their interests.
- To present opportunities for students to: participate in a variety of social and extracurricular activities; to explore personal interests; to learn to use leisure time and to develop a sense of social responsibility and sportsmanship.

EMERGENCY INFORMATION CARDS

Each student must have a current Emergency Information Card on file in the office. This card enables us to contact you during the school day in case of an emergency and it allows you to designate a person(s) to contact if we cannot reach you. *Please keep this card up-to-date.*

FEES

Fees are due by November 1, 2011. *A \$25.00 late fee will be charged for fees paid after November 1st.* If payment arrangements or other considerations need to be made, please contact the District Administrator.

- **Books**
 - 4K & 5K \$ 30.00 per student
 - Gr. 1-4 \$ 40.00 per student
 - Gr. 5-8 \$ 50.00 per student
 - **Technology (Gr. 1-8)** \$ 15.00 per student, \$25 (more than one child)
 - **Athletic** \$20.00 (one-time fee per student)
 - **Uniform** \$10.00 per sport
 - **Co-Curricular** \$20.00 (one-time fee per student)
- } Due at first meeting or practice.
- Forensics, Student Council, Art Club, Cheerleading, Chorus*

FIELD TRIPS

Field trips beyond the Village of Neosho are an important part of the curriculum. Parents will receive field trip information and permission slips from their child's teacher.

THURSDAY ENVELOPE

The Thursday Envelope is our weekly parent/guardian communication resource. The envelope has school news, monthly menus, calendars, parent tips, educational information, and other important items. This year Neosho School will be going paperless. Please view the weekly Thursday Envelope by going to the Neosho School website, www.neoshoschool.com. Parents may still opt to receive a paper copy. If you opt to receive a paper copy please sign and return the envelope to your child's classroom teacher the next school day.

GRADE ADVANCEMENT POLICY

All Wisconsin schools have adopted a Grade Advancement Policy for students in Grades 4 & 8. The policy outlines the expectations that students must meet in order to be promoted to Grades 5 & 9. A copy of the policy is available in the district office.

HOMELESS CHILDREN

Homeless children are entitled to equal access to the education offered by Neosho School. Please contact the District Administrator if you are aware of families/students that may be homeless.

HUMAN GROWTH & DEVELOPMENT

The outline of each grade level's Human Growth & Development curriculum is provided to parents annually by the Health Education Teacher. Curriculum and instructional materials may be reviewed at anytime by contacting the Health Education Teacher or the District Administrator.

IMMUNIZATION

State law requires that all students furnish a certificate of immunization for DPT, polio (oral), measles (hard, red), rubella, mumps and chicken pox. Proof of Hepatitis B vaccinations for all students entering kindergarten and 8th grade is also required. New immunization requirements went into effect in 2008-09. Immunization requirements and report forms are available at school. This form also allows for exemptions for religious reasons. Contact the School Nurse for more information (625-3531).

INTERNET USE

Students may use school computers for school-related activities only. Neosho School offers Internet access to the students and staff. In Grades 5K-8, the Computer Network Use Agreement must be on file for students to use the internet at school.

LOCKERS/DESKS

Lockers & desks help students organize school materials and personal items. Students are responsible for keeping their locker/locker area secure, organized and clean. Students should keep their jackets, boots, book bags, books and other items in their locker. *Lockers and desks may be inspected by school authorities at any time. Students should not share lockers or combinations with other students.*



LUNCH PROGRAM

Family Lunch Accounts are set-up in the school office. You may purchase lunches or milk for your son/daughter at anytime by sending money to the school office. One check can be sent for the entire family. When you buy lunch and milk, credits will be put into to your lunch account. Debits will be made as your child eats lunch or has milk. Parents/students are to keep track of their number of lunches/milk credits. However, you can contact the school office at anytime for information about lunch balances.

Free or Reduced Lunch Applications are available in the office.

<u>Lunch</u> (w/milk)		<u>Milk</u>
Grades 5K - 5	\$2.00	30 cents
Grades 6 - 8	\$2.25	30 cents
Adult	\$3.00	

ADMINISTERING MEDICATION AT SCHOOL

Children may not self-administer medication while at school. All medications must be brought to the school office. However, students with respiratory inhalers may keep the inhalers with them. Students are responsible for coming to the school office for their medication at the proper time. Parents are responsible for medication supply and for informing the school of any changes in the medication(s). Children who need to take medication at school must have an up-to-date Student Medication Form on file in the office.

- Prescription Medication - *Up-to-date doctor and parent/guardian signatures and instructions are required before the school will administer medications.*
- Non-Prescription Medication - *Over-the-counter medication (Tylenol, eye drops, creams) can be given with parent permission and instructions.*

NON-DISCRIMINATION

It is the policy of Neosho School that all employees and students be treated fairly and impartially. We will not discriminate on the basis of age, sex, race, national origin, ancestry, religion, pregnancy, marital/parental status, physical, mental, emotional or learning disabilities in our educational programs or activities (WI Stat. 118.13, Title IX). This includes making reasonable accommodations concerning a student's religious beliefs with regard to tests and other academic requirements. Inquiries or complaints regarding any discriminatory treatment (including Title IX) should also be directed to the District Administrator.

PARENTAL RIGHTS

As a parent of a child in a public school, you have the right to:

- know the records that are kept about your child
- request a review of records with the District Administrator
- receive a copy of all your child's records and a response to a request for an interpretation of the records
- challenge or seek a change of a record claimed to be false, inaccurate, misleading or in violation of privacy rights
- give consent before the release of information about your child
- file complaints with the U.S. Dept. of Education
- know the qualifications of your child's teacher(s) (education, certification, degree, license)
- know the qualifications of teacher aides who work with your child
- access to the school's special education program by contacting your child's teacher or the



District Administrator

- request curriculum, program or placement changes through consultation with your child's teacher, the Child Study Team or IEP Team
- request the school district not release student information to institutions of higher learning or the military

PARENT-TEACHER GROUP (P.T.G.)

P.T.G. sponsors a variety of activities for students/families throughout the year.

All parents are members of the Parent Teacher Group and you are encouraged to attend meetings and events.

PERSONAL PROPERTY

The school is not responsible for personal items brought to school. *Please do not bring personal property to school that does not relate to school responsibilities (electronic and entertainment devices, etc.).*

SAFETY PLAN

Neosho School has a School Safety Plan in place. Lock down and evacuation procedures are part of the plan. The School has arranged with St. Paul's Lutheran Church, Neosho Village Hall and the Neosho Fire Department to use their facilities in an emergency.

SPECIAL EDUCATION

The Neosho Jt. 3 School District offers a number of Special Education Services. The district can evaluate all resident children with suspected disabilities, including those attending private schools. These assessments are available at no cost to any resident child who has not reached grade 9. Significant concerns in the areas of hearing, vision, speech, learning and overall behavior would be appropriate reasons for an assessment. Requesting an evaluation can be made by contacting the District Administrator (625-3531).

The district also conducts an annual early childhood developmental screening of resident children. Motor, communication and social skills are observed in various play areas. Vision and hearing is also checked. The information provides each parent with a profile of their child's developmental level. The screening provides suggestions for follow-up learning and assessment activities. Watch for the announcement of Child Development Day in the spring.

Once enrolled in Neosho School, children can be referred to the Child Study Team for special education services by teachers, staff or parents. The child's teacher and the Child Study Team work closely with parents during this process.

Any physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes that a resident child has a disability should communicate with the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that a referral is being made. The referral must be in writing and include the reason why the person believes the child has a disability. Referrals are to be directed to the District Administrator.

SUPPORT OUR SCHOOL COMMITTEE (S.O.S.)

This group organizes various activities for students, families and the community. The goal is to build a stronger relationship between the community and the school. We welcome your ideas and suggestions.

STANDARDIZED TESTING

The Wisconsin Knowledge & Concepts Examinations (WKCE) is given in reading and mathematics to grades 3-8. Students in grades 4 & 8 are also tested in language arts, science and social studies. The WKCE is given in November to grades 4 and 8 and the results are an important part of our Grade Advancement Policy. In May, The Hartford Area Writing Assessment is also given in grades 3, 5 & 7.

STUDENT ACTIVITIES



Students are strongly encouraged to get involved in school activities beyond the classroom. Several extra-curricular activities are offered: forensics, student government, football, volleyball, basketball and softball. To participate in these activities students must satisfy academic and behavioral requirements.

Academic: Receiving one "F" or two "D's" results in ineligibility until verification is received by the coach regarding re-instatement in compliance with Board Policy 370 - Extra-curricular Activities.

Behavior: Consequences for unacceptable behavior must be completed before a student participates in any extra-curricular activity. Receipt of a third in-school suspension during one quarter of school will result in the student being ineligible to participate in extra-curricular activities for the remainder of the quarter. The second out-of-school suspension will result in the student's ineligibility for extra-curricular activities for the remainder of the year.

STUDENT BEHAVIOR & DISCIPLINE

Students have the right to learn in a safe and orderly environment that is conducive to learning. Students who disrupt this environment are accountable to the school for their behavior. While we cannot list every possible infraction and consequence here, being ***honest, respectful, responsible and caring*** serves as a guide to behavior at Neosho School. Our goal is to nurture a climate of mutual respect. When questions or disagreements arise, the District Administrator will determine the appropriate course of action.

We expect all students to...

be respectful at all times,
treat learning with respect,
complete schoolwork/homework,
walk quietly in the hallways, and
keep hands, feet and objects to yourself

- > Being mean in word or action is not acceptable.
- > Gum chewing is not allowed on school property.
- > Candy and soda from home are not recommended for snack and are not permitted in the lunchroom.
- > Physical contact or displays of affection are unacceptable.

Not abiding by these expectations may result in: (not in any particular order)

- * the teacher discussing the situation with the student and providing helpful advice.
- * a "Think Paper" being completed by the student and discussed with the teacher.
- * the loss of a morning or lunch recess.
- * an additional assignment being given - the teacher will notify the parent/guardian through a note or call home.
- * a detention being given. Detention notices are sent home for parent/guardian signature. The teacher may also request a parent-teacher conference at this time.

- * Office Referral - The administrator contacts parents and additional disciplinary action will be considered. A conference with the parent, child and teacher may be scheduled.

Detentions

1. Detentions (30 minutes) are served with the detention supervisor.
2. The student will be given a copy of the Detention Notice. This should be returned to school the next day with a parent's signature.
3. Detentions can be given at anytime for unacceptable behavior.
4. Beginning with the 5th detention (in each quarter), detentions are one hour (3:20-4:20pm).
5. Failure to serve a detention (without an acceptable excuse) or for unacceptable behavior during a detention will result in a one hour detention being issued.
6. If a student fails to report for a one hour detention (and does not have an acceptable excuse) or behaves in an unacceptable manner during a one hour detention, he/she may receive an in-school suspension.

Removal From Class

1. The district administrator will discuss the situation with the student.
2. A letter will be sent home explaining the situation and any disciplinary action taken.
3. This letter must be signed by a parent and returned to the office the next day.
4. A student removed from class due to a behavior problem will receive additional academic work by the teacher.
5. If a student is removed from a class by the same teacher three times during a quarter, a conference will be arranged by the teacher with the child's parents.
6. Disciplinary consequences must be completed in a satisfactory manner before a student is permitted to participate in any school related extracurricular/athletic activity.

Suspensions/Expulsions

1. Suspensions/Expulsions are for serious behavior concerns and for repeated rule violations. Behaviors include (but are not limited to) harassment, vandalism, possession of drugs/alcohol and the possession of weapons may be considered grounds for immediate suspension/expulsion and will also be referred to authorities.
2. A student who is suspended (in or out-of-school) may not participate in extracurricular activities on the days of the suspension.
3. After several suspensions, the School Board may schedule a reinstatement conference with the student and his/her family.

STUDENT RESPONSIBILITIES

Students are expected to contribute in positive ways to their school. We expect students to do their best both in and outside of the classroom. They are expected to take pride in what they do and strive to put forth their best effort at all times.

Students should come to class prepared to learn by having the proper books and supplies. They should contribute to class activities and discussions. Students are strongly encouraged to ask for help from their teacher(s) when they do not understand something or when they are unable to complete assignments/projects.

Homework and study time at home are important student responsibilities and important for learning. When a student is absent from school, he/she is responsible for arranging how assignments will be sent home and completed. Students must take care of textbooks and other school materials that are loaned to them. They are responsible for all lost and damaged items.

While academic learning is very important, a student also learns to work cooperatively with peers and with adults. These relationships require honesty, respect, responsibility and caring as students grow and learn together.

WISCONSIN INFORMATION NETWORK FOR SUCCESSFUL SCHOOLS (WINSS)

W.I.N.S.S. provides a variety of information about Neosho School. It can be accessed through the Department of Public Instruction's website at: www.dpi.state.wi.us

VISITORS

Parents, community members and friends are always welcome. All visitors are required to: stop at the office window to sign-in, wear the visitor sticker and sign-out when leaving. We request that visits are pre-arranged to ensure the least amount of disruption of the regular school program and to protect the rights of students and staff. Any person who willfully disrupts a public school or a public meeting will be reported to the police. All school visits during the school day by other students must be approved in advance by the teacher and the district administrator.

Have a great 2011-12 school year!

2011-2012 THEME



**"The Warrior Way -
Be Responsible, Be
Respectful, Be Safe!"**